

# Test Yourself

"Well arranged time is the surest  
mark of a well arranged mind"



# Grammologues

1. A, an ..... *a*
2. Able to make ..... *make*
3. Accord-ing ..... *ing*
4. According to the ..... *to*
5. Advantage ..... *adv*
6. All circumstances ..... *all*
7. All ..... *all*
8. And ..... *and*
9. Anything ..... *any*
10. Are ..... *are*
11. As is or as has ..... *as*
12. As we can ..... *can*
13. As we have ..... *have*
14. As well as ..... *as*
15. At all ..... *at*
16. At all costs ..... *at*
17. At all times ..... *at*
18. At first ..... *at*
19. At some time ..... *at*
20. At the same time ..... *at*
21. Awe, ought, aught ..... *ought*
22. Balance ..... *balance*
23. Be ..... *be*
24. Because ..... *because*
25. Been ..... *been*
26. Behalf ..... *behalf*
27. Belief-ved ..... *belief*
28. Beyond ..... *beyond*
29. Build-ing ..... *ing*
30. But ..... *but*
31. By all ..... *by*
32. By all means ..... *by*
33. Call ..... *call*
34. Called ..... *called*
35. Can ..... *can*
36. Cannot ..... *cannot*
37. Care ..... *care*
38. Cared ..... *cared*
39. Chair ..... *chair*
40. Chaired ..... *chaired*
41. Cheer ..... *cheer*
42. Cheered ..... *cheered*
43. Child ..... *child*
44. Circumstance ..... *circumstance*
45. Come ..... *come*
46. Could ..... *could*
47. Dear ..... *dear*
48. Dear sir ..... *dear*
49. Deliverance ..... *deliverance*
50. Deliver-ed-y ..... *delivered*
51. Difference, different ..... *difference*
52. Difficult ..... *difficult*
53. Diverse ..... *diverse*
54. Do ..... *do*
55. Doctor ..... *doctor*
56. During ..... *during*
57. Principle-ally ..... *principle*
58. Equalled, cold ..... *equalled*
59. Equal-ly ..... *equally*
60. Every circumstance ..... *every*
61. Everything ..... *everything*
62. First ..... *first*
63. For ..... *for*
64. For some time ..... *for*
65. From ..... *from*
66. Generalization ..... *generalization*
67. General-ly ..... *generally*
68. Gentleman ..... *gentleman*

69. Gentlemen ..... ✓

70. Given-n; ..... ✓

71. Go ..... ✓

72. Gold ..... ✓

73. Great ..... ✓

74. Guard ..... ✓

75. Had ..... ✓

76. Hand ..... ✓

77. Has to be ..... ✓

78. Has to be there ..... ✓

79. Have ..... ✓

80. He ..... ✓

81. He should be ..... ✓

82. He will be ..... ✓

83. Here in ..... ✓

84. Here of ..... ✓

85. Here on ..... ✓

86. Here to ..... ✓

87. Here with ..... ✓

88. Him ..... ✓

89. Himself ..... ✓

90. How ..... ✓

91. How can they ..... ✓

92. However ..... ✓

93. I am ..... ✓

94. I am not ..... ✓

95. I am surprised ..... ✓

96. I believe ..... ✓

97. I can be ..... ✓

98. I can be there ..... ✓

99. I have had ..... ✓

100. I know there is ..... ✓

101. I may be ..... ✓

102. I saw the ..... ✓

103. I see ..... ✓

104. I thank you ..... ✓

105. I think you should be ..... ✓

106. I will ..... ✓

107. I will be ..... ✓

108. I will tell you ..... ✓

109. If he ..... ✓

110. If he were ..... ✓

111. If it ..... ✓

112. If it is ..... ✓

113. If you were ..... ✓

114. Important-ance ..... ✓

115. Impossible ..... ✓

116. Improve-d-ment ..... ✓

117. In our ..... ✓

118. In our opinion ..... ✓

119. In their ..... ✓

120. In this city ..... ✓

121. In, any ..... ✓

122. Influence ..... ✓

123. Influenced ..... ✓

124. Information ..... ✓

125. Inscribed ..... ✓

126. Inscription ..... ✓

127. Instruction ..... ✓

128. Instructive ..... ✓

129. Is as or is his ..... ✓

130. It ..... ✓

131. It should be ..... ✓

132. It was ..... ✓

133. It will be ..... ✓

134. It would be ..... ✓

135. Itself ..... ✓

136. Just now ..... ✓

137. Justification ..... ✓

138. Language, owing ..... ✓

139. Large ..... ✓

140. Largely ..... ✓

141. Larger ..... ✓

142. Last year ..... ✓

143. Liberty ..... ✓

144. Lord ..... ✓



145. Loser.....

146. Me .....

147. Mere, Mr. ....

148. More, remark-ed .....

149. Most .....

150. Much .....

151. Myself .....

152. Near .....

153. Next .....

154. Nor .....

155. Northern .....

156. Nothing .....

157. Number-ed .....

158. O, oh, owe .....

159. Of .....

160. On ....

161. Opinion .....

162. Opportunity .....

163. Our .....

164. Ourselves .....

165. Over .....

166. Own .....

167. Particular .....

168. Pasture.....

169. People .....

170. Pleasure .....

171. Porter .....

172. Put .....

173. Quite .....

174. Rather, writer .....

175. Re-member-ed .....

176. Satisfaction .....

177. School .....

178. Schooled .....

179. Selfish-ness .....

180. Sent .....

181. Several .....

182. Shall .....

183. Short .....

184. Should .....

185. Significance .....

186. Signification .....

187. Signify-ied-icant .....

188. So much .....

189. Something .....

190. Southern .....

191. Speak .....

192. Special-ly .....

193. Spirit .....

194. Spirit .....

195. Subject-ed .....

196. Subjection .....

197. Subjective .....

198. Sure .....

199. Surprise .....

200. Surprised .....

201. Take their way .....

202. Tell .....

203. Thank-ed .....

204. That .....

205. That was .....

206. The .....

207. Them .....

208. Themselves .....

209. There in .....

210. There of .....

211. There on .....

212. There to .....

213. There with .....

214. Therefore .....

215. There-ir .....

216. They are .....

217. They were .....

218. Thing .....

219. Think .....

220. Third .....



221. This .....6.....

222. This is .....6.....

223. This was .....6.....

224. This word .....6.....

225. Those, thyself .....6.....

226. Though .....6.....

227. Thus .....6.....

228. Till .....f.....

229. To .....3.....

230. To be .....x.....

231. Told .....f.....

232. Too much .....xy.....

233. Towards .....b.....

234. Trade .....2.....

235. Truth .....f.....

236. Two, too .....3.....

237. Under .....v.....

238. Undermine.....v.....

239. Upon their .....x.....

240. Usual-ly .....1.....

241. Valuation .....c.....

242. Very .....2.....

243. Wader.....✓.....

244. Was .....1.....

245. We .....✓.....

246. We are able to .....✓.....

247. We would be .....✓.....

248. What .....o.....

249. What can be .....2.....

250. What do you .....p.....

251. What was .....3.....

252. When .....c.....

253. When they .....x.....

254. Where in .....✓.....

255. Where of .....✓.....

256. Where on .....✓.....

257. Where to .....✓.....

258. Where with .....✓.....

259. Whether .....✓.....

260. Which .....1.....

261. Which was .....1.....

262. Which were .....1.....

263. Who .....1.....

264. Whose .....1.....

265. Why .....1.....

266. Why do you .....h.....

267. Why have you .....h.....

268. Wish .....1.....

269. Wished .....1.....

270. With .....c.....

271. With each .....9.....

272. With much .....9.....

273. With which .....9.....

274. With you .....e.....

275. Within .....c.....

276. Without .....c.....

277. Wonderful-ly .....✓.....

278. Word .....2.....

279. Would .....2.....

280. Yard .....1.....

281. Year .....2.....

282. You .....o.....

283. You can .....a.....

284. You may be .....m.....

285. You may not .....m.....

286. You should .....a.....

287. You should be .....m.....

288. You were .....m.....

289. You will .....v.....

290. You will be .....v.....

291. You will be able to.....v.....

292. You will remember .....v.....

293. Young .....v.....

294. your .....1.....

295. Yours truly .....xy.....

# CONTRACTIONS

1. \$15,000 *15k*
2. 200 pounds *200*
3. 3,000 *3k*
4. 400 *400*
5. 400,000 *400k*
6. 700 million *700m*
7. Appointment *Appt*
8. Architect-ure-al *Arch*
9. Assignment *Assn*
10. Attainment *Attain*
11. Contentment *Content*
12. Contingency *Conting*
13. Danger *Danger*
14. Dangerous *Dangerous*
15. Demonstrate *Demonstrate*
16. Destruction *Destruction*
17. Destructive *Destructive*
18. Destructively *Destructively*
19. Disrespect *Disrespect*
20. Disrespectful *Disrespectful*
21. Emergency *Emergency*
22. Endanger *Endanger*
23. Endangered *Endangered*
24. Enlightenment *Enlightenment*
25. Entertainment *Entertainment*
26. Exigency *Exigency*
27. Expect-ed *Expect*
28. Henceforward *Henceforward*
29. Imperfect-ion-ly *Imperfectly*
30. Inspect-ed-ion *Inspection*
31. Introduction *Introduction*
32. Ironmonger *Ironmonger*
33. Irrespective *Irrespective*
34. Irrespectively *Irrespectively*
35. Jurisdiction *Jurisdiction*
36. Manuscript *Manuscript*
37. Messenger *Messenger*
38. Ministry *Ministry*
39. Monkey *Monkey*
40. Monstrous *Monstrous*
41. Object-ed *Object*
42. Objection *Objection*
43. Objectionable *Objectionable*
44. Objective *Objective*
45. Obstruction *Obstruction*
46. Obstructive *Obstructive*
47. Oneself *Oneself*
48. Passenger *Passenger*
49. Perspective *Perspective*
50. Production *Production*
51. Productive *Productive*
52. Project-ed *Project*
53. Prospect *Prospect*
54. Prospect-ed *Prospect*
55. Prospective *Prospective*
56. Remonstrance *Remonstrance*
57. Remonstrate *Remonstrate*
58. Respect *Respect*
59. Respective *Respective*
60. Respectively *Respectively*
61. Retrospect *Retrospect*
62. Retrospection *Retrospection*
63. Retrospective *Retrospective*
64. Stranger *Stranger*
65. Stringency *Stringency*
66. Suspect *Suspect*
67. Suspect-ed *Suspect*
68. Thenceforward *Thenceforward*



# special contractions

1. (Circum)stan-tial ..... *le*
2. Acknow(I)edge ..... *7*
3. Adm(inistrat)or ..... *h*
4. Adm(inistratr)ix ..... *he*
5. Adver(tise-d-ment) ..... *d*
6. Al(to)ge(ther) ..... *u*
7. Amal(ga)mate ..... *m*
8. Amal(ga)mation ..... *m*
9. Anything ..... *u*
10. Ar(bi)trary ..... *7*
11. Ar(bi)trate ..... *7*
12. Ar(bi)tration ..... *7*
13. Ar(bi)trator ..... *7*
14. Capa(able) ..... *7*
15. Certif(icate) ..... *u*
16. Charac(ter) ..... *u*
17. Charac(ter)is(t)ic ..... *e*
18. Comer(cial-ly) ..... *u*
19. Cross-ex-(amined-ation) ..... *e*
20. De(nomi)nation-(al) ..... *u*
21. Defec(t)ive ..... *h*
22. Defici(ent-cy-ly) ..... *h*
23. Descri(ption) ..... *h*
24. Diffic(ulty) ..... *h*
25. Disch(arge-d) ..... *h*
26. Disting(uish-ed) ..... *h*
27. Distinguishing ..... *h*
28. Effici(ent-cy-ly) ..... *u*
29. Elec(tri)cal ..... *u*
30. Elec(tri)city ..... *u*
31. Elec(tric) ..... *u*
32. En(gli)sh ..... *7*
33. En(gli)shman ..... *7*
34. Enlarge ..... *7*
35. Enlarger ..... *7*
36. Enthus(iasti-iasm) ..... *7*
37. Esp(ecial-ly) ..... *7*
38. Esq(uire) ..... *u*
39. Estab(lish-ed-ment) ..... *7*
40. Everything ..... *u*
41. Exch(ange-d) ..... *7*
42. Exe(cut)or ..... *u*
43. Exe(cutr)ix ..... *u*
44. Execu(t)ive ..... *u*
45. Exped(iency) ..... *7*
46. Expend(iture) ..... *u*
47. Expens(ive) ..... *u*
48. Exting(uish-ed) ..... *u*
49. Extinguishing ..... *u*
50. Fals(ific)ation ..... *u*
51. Fam(ilia)rize ..... *u*
52. Fam(iliar)iza-tion ..... *u*
53. Fam(iliar-ity) ..... *u*
54. Feb(ruary) ..... *u*
55. Finan(cial-ly) ..... *u*
56. Gov(er)nment ..... *u*
57. Gov(ern-ed) ..... *u*
58. Henceforth ..... *u*
59. Howsoev(er) ..... *u*
60. Immed(iate) ..... *u*
61. Impertur(bable) ..... *u*
62. In(can)descence ..... *u*
63. In(can)descent ..... *u*



64. In(con)siderate

65. In(con)ven(ient-ly-ce)

66. In(fluen)tial-ly)

67. Incor(porated)

68. Independ(ence-ent-ly)

69. Indispens(able-ly)

70. Individ(ual-ly)

71. Inf(or)mer

72. Inf(orm-ed)

73. Insu(rance)

74. Int(elli)gence)

75. Int(elli)gent

76. Int(ellig)ible

77. Interest

78. Invest(ment)

79. Invest(tig)ation

80. Irrecov(erable)

81. Irreg(ular)

82. Irregular

83. Irrem(ov)able

84. Irrespons(ible-ility)

85. Jan(uary)

86. Know(l)edge

87. Leg(isla)ture

88. Leg(islat)ive

89. m(inim)um

90. Mag(netic-ism)

91. Manuf(ature-d)

92. Math(ema)tician

93. Math(ematical-ly)

94. Math(ematic)s

95. Max(imum)

96. Mechan(ical-ly)

97. Metrop(olitan)

98. Misf(ortune)

99. Mor(t)g(age-d)

100. N(e)v(ertheless)

101. N(o)t(withstand-ing)

102. Negl(ect-ed)

103. Negl(ig)ence

104. Nev(er)

105. Nevertheless

106. Nothing

107. Notwithstanding

108. Nov(ember)

109. Orga(ni)zer

110. Organ(i)zation

111. Organ(ize-d)

112. Par(liament)ary

113. Pec(uliar-ity)

114. Perf(or)mer

115. Perf(orm-ed)

116. Perf(orms-an)ce

117. Perp(endicular)

118. Prac(tic)able

119. Prac(tice)

120. Prac(tise-d)

121. Prejud(ice-d-ial-ly)

122. Prelim(inary)

123. Prob(able-ly-ility)

124. Profici(ent-cy-ly)

125. Prop(ortion-ed)

126. Propor(tionate)

127. Pros(p)ec(t)us

128. Pub(li)sher

129. Pub(lic)

130. Pub(lication)

131. Pub(lish-ed)

132. Ques(tion)ab(le-ly)

133. Recov(erable)

134. Ref(or)mer

135. Ref(orm-ed)

136. Reg(ular)

137. Relinq(uish-ed)

138. Relinquishing

139. Rem(ov)able

140. Remarkable .....

141. Rep(resenta)-tion .....

142. Rep(resentat)ive .....

143. Rep(resent-ed) .....

144. Repub(lic) .....

145. Repub(lica)n .....

146. Respons(ible-ility) .....

147. Satis(fact)ory .....

148. Sensib(le-ility-ly) .....

149. Something .....

150. Subsc(ribe-d) .....

151. Subsc(rip)tion .....

152. Substan(tial-ly) .....

153. Suffici(ent-cy-ly) .....

154. Symp(athet)ic .....

155. tel(egraph)ic .....

156. Thankful .....

157. Toge(ther) .....

158. U(ni)versal .....

159. U(ni)versality .....

160. U(ni)verse .....

161. U(ni)versity .....

162. Unan(imous-ly) .....

163. Unanimity .....

164. Uni(form-ity-ly) .....

165. Unprincipled .....

166. Whatev(er) .....

167. Whenev(er) .....

168. Whensoev(er) .....

169. Wheresoev(er) .....

170. Whithersoev(er) .....

171. Yest(erday) .....



# Advanced Phraseography

1. Able to make .....
2. About (the) matter .....
3. Above their .....
4. Again (and) again .....
5. Agree with the .....
6. All (the) circum-stances  
.....
7. All (the) way .....
8. All circumstances .....
9. All over (the) world .....
10. All parts (of the) wordl .....
11. Almos(t) certain .....
12. And in all probability .....
13. And in like (m)anner .....
14. And in the same (m)anner  
.....
15. And in the same (m)anner as  
.....
16. And the (con)trary .....
17. Animal(l)life .....
18. Any longer .....
19. As (a) rule .....
20. As far as poss(ible) .....
21. As fast as .....
22. As if it were .....
23. As if it were poss(ible) .....
24. As it were .....
25. As much as poss(ible) .....
26. As much as were .....
27. as soon as .....
28. As soon as poss(ible) .....
29. As soon as they .....
30. As the matter .....
31. As we can .....
32. As we cannot .....
33. As we do .....
34. As we have .....
35. As we may .....
36. As we shall .....
37. As we think .....
38. As well as can be .....
39. As well as poss(ible) .....
40. As well as usual .....
41. At (a) loss .....
42. At (the) present time .....
43. At all events .....
44. At all our own .....
45. At all times .....
46. At any rate .....
47. At first cost .....
48. At some time .....
49. At the same time .....
50. Bear (in) mind .....
51. Before there .....
52. Before there is .....
53. Betwee(n) them .....
54. Borne (in) mind .....
55. Brought forward .....
56. By (the) way .....
57. By all means .....
58. By and by .....
59. By some means .....
60. By some other means .....
61. By the by .....
62. By which it was .....
63. Cannot be (con)-sidered  
.....



64. Carried on .....

65. Dealing with the .....

66. Dee(per) (and) deeper .....

67. Difference (of) opinion .....

68. Discuss the matter .....

69. Do you mean (to) say .....

70. East and west .....

71. Every circumstance .....

72. Expect (to) receive .....

73. Expression (of) opinion .....

74. Face (to) face .....

75. Fact (of the) matter .....

76. Facts (of the) case .....

77. fast(er) (and) faster .....

78. Few words .....

79. For (a) moment .....

80. For (a) time .....

81. For (con)sideration .....

82. For (the) first time .....

83. For his sake .....

84. Foundatio(n) stone .....

85. From first (to) last .....

86. From their .....

87. From time to time .....

88. From us .....

89. Fully (con)sidered .....

90. Further (con)-sideration .....

91. Further (con)-sidered .....

92. Going on .....

93. Has been there .....

94. Has to be their .....

95. Have been expected .....

96. Have been informed .....

97. Have been returned .....

98. Having (r)egard (to) .....

99. Here (and) there .....

100. High(er)(and) higher .....

101. How can there be .....

102. I (h)ope .....

103. I (h)ope you are satisfied .....

104. I am able to think .....

105. I am certain that you are .....

106. I am inclined to think .....

107. I am persuaded .....

108. I am sure there is .....

109. I am unable to think .....

110. I am very glad .....

111. I believe there will be .....

112. I cannot be .....

113. I had been .....

114. I have (con)cluded .....

115. I have (r)eceived .....

116. I have been there .....

117. I have their .....

118. I hope you will not .....

119. I know there is .....

120. I know there is not .....

121. I may not be .....

122. I shall not be .....

123. I think it is necessary .....

124. I think that you are .....

125. I trust not .....

126. I was not .....

127. I will (con)sider (the) matter .....

128. I will (con)sider .....

129. I would .....

130. If it be not .....

131. If it is not .....

132. If it were .....

133. If it would be .....

134. In (a) few days .....

135. In (a) great (m) easure .....

136. In (con)clusion .....

137. In (con)sequence (of) .....

138. In (f)act .....

139. In (point of f)act .....

140. In (r)ef(eren)ce (to) which .....

141. In (r)ef(erenc)ce (to) .....

142. In (r)elation (to) .....

143. In (r)eply (to) .....

144. In (r)espect (to) .....

145. In (r)espect of .....

146. In (the) circumstances .....

147. In (the) first p(lace) .....

148. in (the) las(t) place .....

149. In (the) nex(t) place .....

150. In (the) sec(ond) place .....

151. In (the) th(ird) place .....

152. In all circum-stances .....

153. In connection (with) .....

154. In his own opinion .....

155. In order .....

156. In order that .....

157. In order to .....

158. In other (r) espects .....

159. In other words .....

160. In our statement .....

161. In our view .....

162. In our words .....

163. In such (a) (m)anner as .....

164. In the (m)anner .....

165. In the early part .....

166. In the meantime .....

167. In this (m)anner .....

168. In this century .....

169. In this country .....

170. In this matter .....

171. In this respect .....

172. In this subject .....

173. In which it has appeared .....

174. In which it is .....

175. In(f)act .....

176. In(r)eply .....

177. Incorporated association .....

178. Industrial (l)ife .....

179. Into (con)sideration .....

180. Into (the) matter .....

181. Into effect .....

182. It appears (to) have been .....

183. It appears (to) me .....

184. It appears .....

185. It appears that .....

186. It can only be .....

187. It has been .....

188. It is (con)sidered .....

189. It is not .....

190. It is only necessary .....

191. It is said .....

192. It may be (con)-sidered .....

193. It may only be .....

194. Jus(t) been .....

195. Jus(t) poss(ible) .....

196. Jus(t) received .....

197. Las(t) month .....

198. Las(t) week .....

199. Last year .....

200. Less (and) less .....

201. Little (con)sidera-tion .....

202. Longer than .....

203. Lower (and) lower .....

204. Many words .....

205. Medical association .....

206. Monday afternoon .....

207. Monday evening .....

208. More (and) more .....

209. More (or) less .....

210. More than .....

211. More than their .....

212. Mos(t) probably .....

213. Mr. (and) Mrs. ....



214. Mus(t) be (con)-sidered .....

215. Mus(t) be .....

216. My dear fellow citizens .....

217. My dear madam .....

218. My dear sir .....

219. Near(er) (and) nearer .....

220. Necessary (con)-sequence .....

221. Nex(t mon) th .....

222. Nex(t) week .....

223. No longer than .....

224. Nor(th) (and) south .....

225. Notwithstanding such .....

226. Notwithstanding that .....

227. O(n)e another .....

228. Of this statement .....

229. Of which it has been .....

230. Of which it must be .....

231. Older than .....

232. On (the) o(n)e hand .....

233. On (the) part (of) .....

234. On (the) subject .....

235. On either hand .....

236. On either side .....

237. On the other hand .....

238. On the other side .....

239. On these occasions .....

240. On this matter .....

241. On this occasion .....

242. Or some other .....

243. Ought (to) have .....

244. Ought to be (con)-sidered .....

245. Our own .....

246. Out (of) place .....

247. Out of doors .....

248. Over (and) above .....

249. Over (and) over again .....

250. Over their (or there) .....

251. Peculiar circum-stances .....

252. Pending their decision .....

253. Per annum .....

254. Per cent .....

255. Percentage .....

256. Please inform us .....

257. Please let us know .....

258. Political association .....

259. Qui(cker) (and) quicker .....

260. Quite agree .....

261. Quite agreeable .....

262. Rate of interest .....

263. Rates (and) taxes .....

264. Rather than .....

265. Regret (to) say regret (to) state .....

266. Satisfactory (con)-clusion .....

267. Shall be (con)-sidered .....

268. Shall be (taken into con) sideration .....

269. Shall be there .....

270. Short space (of) time .....

271. Should be (con)-sidered .....

272. Side (by) side .....

273. Smaller than .....

274. So that we may .....

275. Some (con)sideration .....

276. Some other .....

277. Some other respects .....

278. Some other way .....

279. Some time ago .....

280. State of affairs .....

281. Take (or taken)(into con)sider-ation .....

282. Take the liberty .....

283. Telegr(ph) office .....

284. That (con)clusion .....

285. Then there are .....



286. There mus(t) (have) been

.....

287. There mus(t) be

.....

288. There were

.....

289. They have been there

.....

290. They will only be

.....

291. They would

.....

292. They would be

.....

293. This (mon)th

.....

294. This has been

.....

295. Those which we are now

.....

296. Those who are

.....

297. Though there is

.....

298. Through the world

.....

299. Thursday afternoon

.....

300. Thursday evening

.....

301. Time (and) space

.....

302. To (a) great extent

.....

303. To bring the matter

.....

304. To us

.....

305. Towards o(n)e another

.....

306. Trader's association

.....

307. Unsatisfactory(con)clusion

.....

308. Upon their

.....

309. Upon there is

.....

310. Very please(d) indeed

.....

311. Very satisfactorily

.....

312. Ways (and) means

.....

313. We are able to make

.....

314. We have (con)cluded

.....

315. We have (r)eceived

.....

316. We have their

.....

317. We shall be glad (to) hear

.....

318. We shall be glad (to) know

.....

319. We would

.....

320. Wednesday first

.....

321. Wednesday next

.....

322. Were (con)sidered

.....

323. What is (the) mater

.....

324. Whenever there is

.....

325. Which will be (con)sidered

.....

326. Which will be (taken into

.....

con)sideration

.....

327. Who have not

.....

328. Wi(th) (r)ef(eren)ce (to)

.....

329. Wi(th) (r)ef(eren)ce (to)

.....

which

.....

330. Wi(th) (r)egard (to)

.....

331. Wi(th) (r)elation (to)

.....

332. Wi(th) (r)espect (to)

.....

333. Wor(th) while

.....

334. You are not

.....

335. You cannot

.....

336. You may not

.....

337. You mus(t) be

.....

338. You mus(t) not be

.....

339. You must not

.....

340. You should not be

.....

341. You were not

.....

342. You will agree

.....

343. You will be able to

.....

344. You will probably

.....

# Intersections

- |                                       |                                     |  |   |
|---------------------------------------|-------------------------------------|--|---|
| 1. Account sales .....                | 17. Better arrangement .....        | 33. Children's party .....               | 49. Early attention .....               |
| 2. Act of parliament .....            | 18. Bill of exchange .....          | 34. City bank .....                      | 50. Early attention to the matter ..... |
| 3. Alternating current .....          | 19. Birthday party .....            | 35. Claim for compensation .....         | 51. Early convenience .....             |
| 4. At your earliest convenience ..... | 20. Board of directors .....        | 36. Conservative club .....              | 52. Education bill .....                |
| 5. Auditor's mark .....               | 21. British constitution .....      | 37. Conservative Govt. ....              | 53. Electrical Dept .....               |
| 6. Authorized Capital .....           | 22. British Govt. ....              | 38. Conservative policy .....            | 54. Electrical engineer .....           |
| 7. Bank bills .....                   | 23. British railways .....          | 39. Corporation of Leeds .....           | 55. Entry form .....                    |
| 8. Bank note .....                    | 24. By return of post .....         | 40. Course of exchange .....             | 56. Executor .....                      |
| 9. Bank pass book .....               | 25. Cabinet Council .....           | 41. Damage to premises .....             | 57. Executrix .....                     |
| 10. Bank rate .....                   | 26. Cabinet meeting .....           | 42. Deliver Co. ....                     | 58. Faithfully yours .....              |
| 11. Bankruptcy .....                  | 27. Cancel the cheque .....         | 43. Dept of Agriculture .....            | 59. Fast passenger train .....          |
| 12. Best attention .....              | 28. Capital expenditure .....       | 44. Director's report .....              | 60. Finance bill .....                  |
| 13. Best of my ability .....          | 29. Careful attention .....         | 45. Do you require, if he required ..... | 61. For a month .....                   |
| 14. Best of our ability .....         | 30. Chairman of committee .....     | 46. Draft of demand .....                | 62. Foreign Dept .....                  |
| 15. Best of their ability .....       | 31. Chamber of Commerce .....       | 47. Dramatic society .....               |   |
| 16. Best of your ability .....        | 32. Chief mechanical engineer ..... | 48. Driver's report .....                |   |



63. Form of acknowledgement

th

64. Form of the report

th

65. Free charge

th

66. From the last report

th

67. Garden party

th

68. Gas Co., Ltd.

th

69. General Manager

th

70. Govt dept

th

71. Govt official

th

72. High Court of Justice

th

73. High resistance

th

74. High voltage

th

75. I am directed to inform you

th

76. I am directed to state

th

77. I am in receipt of your

esteemed favour

78. I am in receipt of your letter

th

79. I am instructed

th

80. I am instructed to inform you

th

81. I beg to enclose herewith

th

82. I have to acknowledge receipt

of your letter

83. I regard

84. If you can arrange

85. Immediate benefit

86. In a month's time

87. In case of need

88. In reply to your letter

89. Insurance Co.

90. Investment corporation

91. It was arranged

92. Journal of Commerce

93. Journal of education

94. Labour party

95. Leader of the house

96. Leader of the opposition

97. Leader of the party

98. Legal authority

99. Legal estate

100. Letter of regret

101. Liberal discount

102. Liberal party

103. Liberal policy

104. Liberal view

105. Life insurance

106. Local authority

107. Local Govt board

108. low valuation

109. Low voltage

110. Main line

111. Major General

112. Many months ago

113. Medical examination

114. Medical form

115. Medical journal

116. Medical society

117. Member of Parliament

118. Mercantile bank

119. Metropolitan Ry.

120. Military authority

121. Municipal Govt

122. My attention has been called

123. National affair

124. National bank

125. National defence

126. National desire

127. National disaster

128. National dividend



129. National finance *the*

130. National reserve *the*

131. National society *the*

132. Necessary attention *not*

133. Necessary form *not*

134. Not responsible for the  
damage *sh*

135. Not yet to hand *in*

136. Official mark *et*

137. Official writer *x*

138. Ordinary rates *2b*

139. Parliamentary committee  
*vi*

140. Parliamentary party *vx*

141. Party Councils *140*

142. Party government *14*

143. Party leaders *xb*

144. Passenger train *g*

145. Pear's limited *by*

146. Please make arrangements

*long*

147. Political party *sq*

148. Postal order *by*

149. Professor of Chemistry *79*

150. Professor of Commerce *10*

151. Professor of music *to*

152. Professors Jackson *De*

153. Proportional representation

*12*

154. Railway directors *6*

155. Railway engineer *9*

156. Railway executive *2*

157. Railway facilities *xb*

158. Railway manager *x*

159. Railway rates *10*

160. Railway time *th*

161. Railway time table *kg*

162. Rate of exchange *by*

163. Ratepayers *to*

164. Real estate *1*

165. Registered letter *1*

166. Renewal of the policy *17*

167. Respectfully yours *by*

168. Responsibility of the Co.

*8*

169. Sanitary authority *4v*

170. Save the mark *e*

171. Savings bank *eye*

172. School journal *et*

173. Share Capital *1*

174. Site valuation *l*

175. Society of musicians *20*

176. Some months ago *et*

177. Special attention *8*

178. Station master *10*

179. Stock and share market *25*

180. Telegraphic transfer *11*

181. To meet the requirements

*sh*

182. Town Council *1*

183. Trust funds *6*

184. United States *10*

185. Upward movement *by*

186. Valuation of the property

*4v*

187. Valuation of the site *1*

188. We will arrange the matter

*et*

189. Well-known authority *10*

190. Your attention *1*

191. Your favour *2*

192. Your sincerely *21*

193. Yours obediently *2*

# Shortforms

1. A large number of .....
2. A number of .....
3. Absolutely necessary .....
4. Academic institution .....
5. Academic world .....
6. Academic-al .....
7. Accept-ance .....
8. Accounts officer .....
9. Additional benefits .....
10. Adequate quantities .....
11. Administration .....
12. Administrative officer .....
13. After a long time .....
14. After all .....
15. After being .....
16. After careful consideration .....
17. After the last date .....
18. Agencies.....
19. Agricultural production .....
20. Agriculture-al .....
21. Aims and objectives .....
22. All necessary steps .....
23. All over the country .....
24. All over the world .....
25. All success .....
26. All that is necessary .....
27. All these facilities .....
28. All these matters .....
29. All these schemes .....
30. And as we .....
31. And I should like .....
32. And I welcome this .....
33. And sentiments .....
34. And specification .....
35. And we are assured .....
36. And we will continue .....
37. Annexure .....
38. Anybody else .....
39. Apart from the questions .....
40. Application for the same .....
41. Appreciation .....
42. Are being .....
43. As a matter of fact .....
44. As a matter of policy .....
45. As early as possible .....
46. As far as possible .....
47. As I said before .....
48. As long as you can .....
49. As quickly as possible .....
50. As there is .....
51. As we all know .....
52. As you all know .....
53. At a time .....
54. At any time .....
55. At the right time .....
56. At the time of examination .....
57. At things .....
58. Attractive .....
59. Audited balance sheet .....
60. Auditors report .....
61. Availability .....
62. Available .....
63. Avenues .....
64. Avenues .....



65. Backward and forward

66. Bank draft

67. Bear this in mind

68. Because my connection

69. Because there has been

70. Because you had

71. Before the end

72. Before the end

73. Below the party line

74. Beneficial

75. Benefit

76. Best efforts

77. Black market

78. Board of education

79. Board of secondary education

80. Boy hood

81. Boy's school

82. Branch office

83. Bring forward

84. Brother in law

85. Brotherhood

86. Business connections

87. By return of post

88. By the corporation

89. By the railway board

90. By things

91. By way of

92. Careful consideration

93. Carefully considered

94. Carefully examined

95. Centralization

96. Certainly

97. Chief Minister

98. Chief Secretary

99. Children

100. Cities and towns

101. Commander in chief

102. Concentration

103. Constituent

104. Continued

105. Continuously

106. Contributing

107. Cooperation

108. Coquettishly

109. Corporation

110. Corporation of India

111. Dealt with

112. Deputy Commissioner

113. Deputy Secretary

114. Deputy speaker sir

115. Detailed

116. Determinations

117. Development of the country

118. Developmental

119. Different parts of the country

120. Different parts of the world

121. Difficult conditions

122. Director General

123. Directors report

124. Disorderly ways

125. Doing their best

126. Downright

127. Draft a complaint

128. Draft a petition

129. Draft a report

130. Draft a tender notice

131. Draft plan

132. Due to the fact that

133. During that time

134. During the discussion

135. During the last few years

..... *135*

136. During the last week

137. ....

138. During the last year

139. During the year end

140. During the year ended

141. Economic

142. Economic contributions

143. Economically

144. Education minister

145. Educational institutions

146. Effective role

147. Electricity board

148. Employees

149. Employment opportunities

150. Enclosures

151. Engineering

152. Enhance the

153. Enhanced

154. Essential developments

155. Estimated cost

156. Every hope

157. Everything else

158. Exceptional

159. Expeditious

160. Expeditiously

161. Experience-ed

162. Express-ed

163. Expression

164. Extension

165. Extremely

166. Father of nation

167. Foreign direct investment

168. Fertilizer

169. Few years

170. Final decision

171. Financial institution

172. Fine words

173. First five year plan

174. Five year plan 5

175. Five year plan period

176. Floods and drought

177. Food grains

178. Food planning Programme

.....

179. Food problem

180. Food production

181. Food situation

182. Food stuffs

183. For an example

184. For several years

185. For this purpose

186. Foreign exchange

187. Foreign minister

188. Foremost

189. Freedom movement

190. Freely been

191. Friendly relationship

192. Function

193. Further action

194. Games and sports

195. General observation

196. General stores

197. Generation

198. Girl's school

199. Goods train

200. Government college

201. Government Servants

202. Govt service

203. Graceful

204. Great opportunity

205. Great things

206. Greater service



207. Guaranteed .....

208. Handicap .....

209. Hard working .....

210. Has no doubt .....

211. Has to be viewed .....

212. He has no doubt .....

213. He is required .....

214. Headquarters .....

215. Hearty congratulations .....

216. Hesitation .....

217. High water .....

218. Higher qualification .....

219. Home ministry .....

220. I am afraid .....

221. I am meeting you .....

222. I am unhappy .....

223. I beg to inform you .....

224. I beg to move .....

225. I can speak .....

226. I consider .....

227. I fully agree with you .....

228. I have every hope .....

229. I have no doubt .....

230. I have said .....

231. I point out .....

232. I realize .....

233. I shall be able .....

234. I should be .....

235. I should like to explain .....

236. I should like to express .....

237. I should like to refer .....

238. I should not be able to .....

239. I should note .....

240. I suppose the same .....

241. I think it is my duty .....

242. I this connection .....

243. I want to make it clear .....

244. I wish to know .....

245. I would also like to make .....

246. I would like to say that those .....

247. I would like you .....

248. I, We, You, He, She, It will .....

inform you .....

249. If the Govt officers .....

250. If you ask me .....

251. If you require .....

252. Illustrations .....

253. Imagination .....

254. Imagine that you are .....

255. Imagining .....

256. Implement-ation-ing .....

257. Import and export .....

258. In a few months .....

259. In a satisfactory way .....

260. In course of time .....

261. In many directions .....

262. In my view .....

263. In order to discuss .....

264. In other countries .....

265. In our own business .....

266. In put .....

267. In recent months .....

268. In recent times .....

269. In reply to your question .....

270. In rural areas .....

271. In the affected areas .....

272. In the budget proposal .....

273. In the coming years .....

274. In the discussion .....

275. In the first half .....

276. In the form of .....

277. In the next year .....

278. In the Rajya Sabha .....

279. In the rural areas .....

280. In the same position .....

**281.** In the second half .....

282. In the way of .....

283. In this country .....

284. In this part of the country .....

285. In this regard .....

286. In this respect .....

287. In view of the .....

288. In your own hands .....

289. Indian express .....

290. Indian overseas bank .....

291. Indulge ....

292. Industrial disputes act .....

293. Inexperience .....

294. Inflation .....

295. Inflationary .....

296. Inhabits .....

297. Innumerable difficulties .....

298. Inspector of police .....

299. Inst of CA's of India .....

300. Installation .....

301. Institution .....

302. International .....

303. International organizers .....

304. Introductory .....

305. Invited sealed tenders .....

306. Is being .....

307. It is a question .....

308. It is a well-known fact .....

309. It is expected .....

310. It is held .....

311. It is necessary to say that .....

312. It is not great they .....

313. It is our duty .....

314. It is our own view .....

315. It is quite possible .....

316. It is really .....

317. It is very necessary .....

318. It may not be possible .....

319. It was discussed .....

320. It will only be necessary .....

321. Its own way .....

322. Joint director .....

323. Keen interest .....

324. Keeping in view .....

325. Labour law officer .....

326. Labour relations .....

327. Labour welfare .....

328. Lady Secretary .....

329. Large number of cases .....

330. Large quantities .....

331. Last meeting .....

332. Leaders of the house .....

333. Leaders of the opposition .....

334. Leadership .....

335. Legislation .....

336. Lower grade exams .....

337. Mahatma Gandhi .....

338. Main spring .....

339. Many organizations .....

340. Many things .....

341. Market .....

342. Matriculate .....

343. Matriculation .....

344. May I draw your attention .....

345. Memorandum .....

346. Minister of transport .....

347. Ministerial .....

348. Misuse .....



349. More especially .....

350. Most careful consideration .....

351. Most parts of the country .....

352. Move forward .....

353. Movement .....

354. Much has happened .....

355. Much more authority .....

356. Multipoint .....

357. Multipurpose .....

358. Municipal commissioner .....

359. National Development Council .....

360. Necessities of life .....

361. Negotiations .....

362. Negotiations .....

363. Neighbourhood .....

364. Nonetheless .....

365. Non-Gazetted Officers .....

Association .....

366. Non-officials .....

367. No-refundable .....

368. Normality .....

369. Number of cases .....

370. Objectivity .....

371. Of fact .....

372. Of his ability .....

373. Of one or the other .....

374. Of our State Government .....

375. Of social purpose .....

376. Of this country .....

377. Of this house .....

378. Of this vast land .....

379. Officers association .....

380. Olympic .....

381. On behalf .....

382. On hearing you .....

383. On or before .....

384. On the basis of .....

385. On the spot .....

386. On this happy .....

387. On this important .....

388. On this occasion .....

389. On working days .....

390. Ordinance .....

391. Ordinary people .....

392. Organizers .....

393. Originality .....

394. Other benefits .....

395. Our countries .....

396. Our problems .....

397. Our production .....

398. Our society .....

399. Out of hand .....

400. Out of place .....

401. Particularly necessary .....

402. Parts of our country .....

403. Peaceful methods .....

404. Pen & paper .....

405. People of Tamilnadu .....

406. Personnel director .....

407. Personnel manager .....

408. Personnel officer .....

409. Phenomena .....

410. Phenomenon .....

411. Plan to plan .....

412. Please order as per .....

413. Point of fact .....

414. Point of view .....

415. Police commissioner .....

416. Police officer .....

417. Police station .....

418. Portrait .....

419. Potential .....

420. Practical knowledge .....

421. Preference will be .....

422. Prepare a tender notice .....

423. Prescribed form .....

424. Previous experience .....

425. Primary education .....

426. Primary school .....

427. Prime minister .....

428. Principled .....

429. Private & Public Sector .....

430. Probationary officers .....

431. Prohibition .....

432. Public & Private Sector .....

433. Public administration .....

434. Public Ltd company .....

435. Public section under takings .....

436. Public sector .....

437. Public undertaking .....

438. Public works dept .....

439. ....

440. Quite some time .....

441. Railway minister .....

442. Railway transport system .....

443. Raw-materials .....

444. Reality .....

445. Recognize-d .....

446. Recognized university .....

447. Regional manager .....

448. Regional officer .....

449. Register of members .....

450. Registrar .....

451. Registration .....

452. Regularize-ation-ed .....

453. Rehabilitate .....

454. Remuneration .....

455. Remunerative .....

456. Requisitioned .....

457. Reserve bank of India .....

458. Responsibility,ies .....

459. Resurrection .....

460. Revised estimate .....

461. Rich & poor .....

462. Road Transport corp. ....

463. Sacrosanct .....

464. Salary expected .....

465. Sales representative .....

466. Satisfactory result .....

467. Scale of pay .....

468. Scheduled Caste .....

469. Scheduled Tribe .....

470. Schools and colleges .....

471. Science & technology .....

472. Science graduates .....

473. Scientific-research .....

474. Scouts and guides .....

475. Secondary education .....

476. Self-employment .....

477. Self-madness .....

478. Several measures .....

479. Shareholders .....

480. She has no doubt .....

481. Shelve .....

482. Should be developed .....

483. Similar .....

484. Similar position .....

485. Sincere efforts .....

486. Six or seven .....

487. Small scale industry .....

488. Small scale sector .....

489. So many things .....

490. Social life .....

491. Social reformer .....

492. Social service .....



493. Social welfare .....

494. Socialism .....

495. Socialist .....

496. Special provision .....

497. Special resolution .....

498. Spectacular .....

499. Squeezers .....

500. Standard of living .....

501. Standardization .....

502. State Govt .....

503. State of A.P. ....

504. State of affairs .....

505. State tourism development  
corporation .....

506. Statement of account .....

507. Steady progress .....

508. Stenographer .....

509. Strengthened .....

510. Strengthening .....

511. Sufficient quantities .....

512. Sumptuous .....

513. Superior-quality .....

514. Surplus water .....

515. Sympathetic consideration  
.....

516. Take up the matter .....

517. Taken into account .....

518. Taken into account .....

519. Taking into account .....

520. Technical education .....

521. Technical institution .....

522. Technological .....

523. Temperaments .....

524. Tender deposits .....

525. Tender documents .....

526. Tender schedule .....

527. Tenders will be opened .....

528. Terms and conditions .....

529. That is different matter .....

530. That is necessary .....

531. That this country .....

532. The fact remains .....

533. There is no doubt .....

534. There is no doubt .....

535. There is no question .....

536. There is no reason .....

537. They have no doubt .....

538. This conference .....

539. This has been possible .....

540. This morning .....

541. This question .....

542. This session .....

543. Through proper channel  
.....

544. Throughout the world .....

545. Till then .....

546. Time and again .....

547. To and from .....

548. To be friends .....

549. To be good enough .....

550. To be possible .....

551. To be with you .....

552. To criticize .....

553. To deal with .....

554. To declare dividend .....

555. To function .....

556. To go ahead .....

557. To make their contributions  
.....

558. To say a few words .....

559. To see that .....

560. To this country .....

561. To your own countries .....

562. Tonight .....

563. Towns and cities .....

564. Trade union .....

565. Transformed .....

566. Transport conditions .....

567. Travelling allowance .....

568. Two and half percent .....

569. Two things .....

570. Under .....

571. Under consideration .....

572. Undeveloped .....

573. Unemployment .....

574. Unfairness .....

575. Unfortunate .....

576. United Nations .....

577. Unless there is .....

578. Unless we .....

579. Unrealistic .....

580. Unreasonable .....

581. Up forward .....

582. Ushering .....

583. Utility .....

584. Utilized .....

585. Valuable .....

586. Various countries .....

587. Various institutions .....

588. Various points .....

589. Various problems .....

590. Very beginning .....

591. Very little .....

592. Very necessary .....

593. Very serious questions .....

594. Vexations .....

595. Vice principal .....

596. Village .....

597. Villagers .....

598. Wastage .....

599. Water resources .....

600. Water supply source .....

601. We acknowledge receipt of  
your order .....

602. We are dealing with India .....

603. We are glad to inform you .....

604. We are in a position .....

605. We are in receipt of your  
letter .....

606. We are passing .....

607. We are very sorry to inform  
you .....

608. We beg to inform you .....

609. We cannot expect anything .....

610. We have already received .....

611. We have been .....

612. We have been able .....

613. We have no doubt .....

614. We may assure .....

615. We may inform you .....

616. We regret to inform you .....

617. We shall be in a position .....

618. We should give up .....

619. We should have .....

620. We should have discussed .....

621. We should not .....

622. We should submit .....

623. We take this opportunity .....

624. We will be glad to receive .....

625. We wish to inform you .....

626. We would like to inform you .....



627. Weaker sections of the  
society .....

628. Welcomed .....

629. Welfare .....

630. Welfare measure .....

631. Welfare schemes .....

632. Welfare state .....

633. Well-experienced .....

634. What are those .....

635. What has happened .....

636. What is called .....

637. What is your view .....

638. Whether there has been  
.....

639. Which is composed .....

640. Which seems to be .....

641. Which will have to be .....

642. Will be considered .....

643. Will be opened .....

644. Will be taken .....

645. With a view to .....

646. With best wishes .....

647. With great pleasure .....

648. With people .....

649. With receipt .....

650. With such as .....

651. With the modern world .....

652. With this new .....

653. With this object in view .....

654. Within a fort night .....

655. Without any further delay  
.....

656. Workers .....

657. Working knowledge .....

658. World market .....

659. Would be necessary .....

660. Writ petition .....

661. Write a letter .....

662. You are asking .....

663. You are no doubt .....

664. You are not required .....

665. You have no doubt .....

666. You would be able .....

667. Your requirements .....



Ear and hand should work practically simultaneously in order to secure the best results.



When a wrong outline has been written; ignore the fact and go on.



Practice in writing, and practice in reading both printed shorthand and your own notes will quickly give you confidence, which has its root in conscious ability to do the work required.



The reading of printed shorthand in the advanced style is as important as writing practice, and should be practised daily. It gradually gives an extensive knowledge of outlines.



Exercise yourself in the use of a notebook. Practice the reading of unvocalized shorthand. Always write in position



Read at least a portion of every note you take and vary your dictation matter as much as possible. Always indicate the end of a sentence.



As the secret of success in shorthand is PRACTICE, it is advisable that the various exercises should be written and re-written until they can be done with perfect freedom and accuracy.



The pen should be held lightly, and in such a manner as to permit, of the shorthand characters being easily written.



## SHORTCUTS FOR HIGH SPEED (150 WPM)

1. Tribunal .....1.....
2. Unsympathetic .....~.....
3. Unquestionably .....~e.....
4. Thanks giving .....~.....
5. Insubordinate-ion .....~.....
6. Journalism .....2.....
7. Journalistic .....2.....
8. Extravagant-ly-ance .....~.....
9. Degeneration .....~.....
10. Auspicious .....~.....
11. Assignment .....~.....
12. Astonishment .....~.....
13. Diffract .....~.....
14. Celebration .....~.....
15. Reimburse, ment .....~.....
16. Vibration .....~.....
17. Aspiration .....~.....

18. Inspiration .....~.....
19. Respiration .....~.....
20. Asymmetric .....~.....
21. Metric .....~.....
22. Matrimony .....~.....
23. Geometrically .....~.....
24. Symmetric .....~.....
25. Imperfect-ion .....~.....
26. Imperialistic .....~.....
27. Impress .....~.....
28. Impression .....~.....
29. Impressionable .....~.....
30. Hamper .....~.....
31. Dissimilar .....~.....
32. Disproportion .....~.....
33. Disinterested .....~.....
34. Dignify-ied-ly .....~.....

35. Destructive .....~.....
36. Depreciate-ed-ory .....~.....
37. Delinquency .....~.....
38. Youth .....~.....
39. Scripture .....~.....
40. Dilapidate-d-ion .....~.....
41. Delightful .....~.....
42. Exception .....~.....
43. Fabricate .....~.....
44. Fabrication .....~.....
45. Forbidden .....~.....
46. Finance .....~.....
47. Fulfill .....~.....
48. Generous .....~.....
49. Generation .....~.....
50. Hotel .....~.....
51. Highest .....~.....

52. Illegal .....  
53. Illegitimate .....  
54. Undermentioned .....  
55. Under employment .....  
56. Validity .....  
57. Manifestation .....  
58. Mobility .....  
59. Normality .....  
60. Neutrality .....  
61. Secretarial .....  
62. Private secretary .....  
63. Secretary .....  
64. Extravagant .....  
65. Extraneous .....  
66. External .....  
67. Exterior .....  
68. Historical .....  
69. Irrelevant-ce .....  
70. Impartial .....

71. Unreality .....  
72. Potentiality .....  
73. Differentiate .....  
74. Differing .....  
75. Discontinuance .....  
76. Discontinuation .....  
77. Hospitability .....  
78. Inferiority .....  
79. Insecurity .....  
80. Auditorium .....  
81. Furniture .....  
82. Documentary .....  
83. Equatorial .....  
84. Complimentary .....  
85. Supplementary .....  
86. Commentary .....  
87. Per month .....  
88. Proforma invoice .....  
89. Re-arrange .....

90. Backward .....  
91. Quarter, ly .....  
92. Filtration .....  
93. Federation .....  
94. Confederation .....  
95. Storekeeper .....  
96. Juncture .....  
97. Lecture .....  
98. Horticulture .....  
99. Enclosures .....  
100. Admire .....  
101. Better, ment .....  
102. Brother .....  
103. Collect, ly .....  
104. Correct, ly .....  
105. Clarify, ing .....  
106. Clarification .....  
107. Land owner .....  
108. Military .....



109. Bank note ..... 1

110. Militarism ..... 1

111. Nitrogen ..... 1 2

112. Orchestra ..... 2

113. Observer ..... 1

114. Proper ..... 1 1

115. Return ..... 1 (m) Render

116. Retrenchment ..... 1

117. Water ..... 1 (m) 1

118. Water works ..... 1 (m) 1

119. Work shop ..... 3

120. Ingeniousness ..... 1

121. Mechanical ..... 1

122. Technical ..... 1

123. Hygienically ..... 1

124. Surcharge ..... 1

125. Reproduce ..... 1

126. Reproduction ..... 1

127. Reinforce ..... 1, 1

128. Overwhelming ..... 1

129. Enhance ..... 1 1

130. Fantastic ..... 1

131. Unfortunate ..... 1

132. Attribute ..... 1

133. Attitude ..... 1

134. Artificial ..... 1

135. Insolvency ..... 1

136. Inevitable ..... 1 (m) 1

137. Artistic ..... 1

138. Academical ..... 1

139. Disarrange ..... 1

140. Discrepancy ..... 1

141. Instrumentalist ..... 1

142. Experimentalist ..... 1

143. Democracy ..... 1

144. Attractiveness ..... 1

145. Debit note ..... 1

146. Distinctiveness ..... 1

147. Expeditious ..... 1

148. Custom house ..... 1

149. Beforehand ..... 1

150. Extenuation ..... 1

151. Superannuation ..... 1

152. Continuation ..... 1

153. Cash book ..... 1

154. Cheque book ..... 1

155. Workmanship ..... 1

156. Anticipation ..... 1

157. Bank account ..... 1

158. Augmentative ..... 1

159. Authoritative ..... 1

160. Imitative ..... 1

161. Consultative ..... 1, 1

162. Arrive, ing ..... 1

163. Authorised ..... 1 1

164. Acquaint-ed, ance ..... 1 1

165. Brother in law ..... 1

166. Sister in law .....g

167. Father in law .....f

168. Approximate-ion, ly .....h h h

169. Application .....s

170. Applicant .....s

171. Announcement .....e

172. Attachment .....h

173. Sundry .....e

174. Numeral .....h

175. Numerical, ly .....h

176. Out .....h

177. Provision, ally .....h

178. Provisioned .....h

179. Privilege .....h

180. Fortnight .....h

181. Frequent, ly, cy .....h

182. Fervent, ly .....h

183. Foundation .....h

184. Few .....h

185. Normal, ly .....h

186. Substantial .....h

187. Substantive .....h

188. Stepping stone .....h

189. Taxation .....h

190. Transportation .....h

191. Turnover .....h

192. Territorial .....h

193. Unforeseen .....h

194. Unequivocally .....h

195. Value .....h

196. Whatsoever .....h

197. World, ly .....h

198. Rectification .....h

199. Resignation .....h

200. Reciprocate .....h

201. Secure, ly, ity .....h

202. Describe .....h

203. Distinct, ion, ly .....h

204. Emphasize, ed .....h

205. Derivation .....h

206. Legislative .....h

207. Legislation .....h

208. Legitimate, ly .....h

209. Likelihood .....h

210. Likely .....h

211. Likewise .....h

212. Negligent, ly .....h

213. Judicial .....h

214. Necessary .....h

215. Necessarily .....h

216. Notification .....h

217. Neighbourhood .....h

218. Pasteurization .....h

219. Past script .....h

220. Punctual .....h

221. Simultaneous .....h

222. Undevelop .....h



223. Follow, ed, ing .....  
224. Cultivate, ing, on .....  
225. Discover, ry, ed .....  
226. Deny .....  
227. Department, al .....  
228. Guilty .....  
229. House .....  
230. Imprisonment .....  
231. Imprison .....  
232. Involve .....  
233. Journal, list .....  
234. Kilogram .....  
235. Movement .....  
236. Employment .....  
237. Medicine .....  
238. Minister, ry .....  
239. Philanthropic .....  
240. Philanthropy .....  
241. Philanthropist .....

242. Remuneration .....  
243. Remunerate .....  
244. Ridiculous, ly .....  
245. Scrupulous .....  
246. Subsequent, ly .....  
247. Strong, ly .....  
248. Strict, ly .....  
249. Recover, ed, ry .....  
250. Standardize .....  
251. Refer .....  
252. Elaborately .....  
253. Rehabilitation .....  
254. Reservation .....  
255. Sacrifice .....  
256. Straight forward .....  
257. Schedule, ed .....  
258. Incomplete .....  
259. Inhabitant .....  
260. Inherent .....

261. Inherence .....  
262. Installation .....  
263. Installment .....  
264. Longitude .....  
265. Indiscrimination .....  
266. Initial, ly .....  
267. Preference .....  
268. Preferential .....  
269. Previous .....  
270. Preservation .....  
271. Prerequisite .....  
272. Provincial, ly .....  
273. Prudential .....  
274. Phenomenal .....  
275. Ordinance .....  
276. Promulgation .....  
277. Purpose .....  
278. Observation .....  
279. Pursue, it .....

280. Obscurity .....  
281. Occupation .....  
282. Possible .....  
283. Prerogative .....  
284. Presidential .....  
285. Objection .....  
286. Objectionable .....  
287. Obligation .....  
288. Delimitation .....  
289. Disarrangement .....  
290. Explanatory .....  
291. Disqualify .....  
292. Disqualification .....  
293. Dignify, ied, ing .....  
294. Document, ation .....  
295. Entitled .....  
296. Evidence, t, tly .....  
297. Duplicate .....  
298. Duplication .....

299. Example .....  
300. Exercise .....  
301. Exclusive, ly .....  
302. Disorganize .....  
303. Disorganization .....  
304. Change .....  
305. Contradictory .....  
306. Dangerous .....  
307. Dangerous .....  
308. Denominate .....  
309. Degeneration .....  
310. Derivative .....  
311. Certain, ly, ity .....  
312. Confidential .....  
313. Conservative .....  
314. Challenge, ing, ed .....  
315. Chargeable, charge .....  
316. Benevolent, ce .....  
317. Behind .....

318. Criminal .....  
319. Customary .....  
320. Fallen .....  
321. Economics .....  
322. Hypothesis .....  
323. Habitation .....  
324. Henceforward .....  
325. Abnormal .....  
326. Involve-ed .....  
327. Tax periods .....  
328. Universalisation .....  
329. Quantification .....  
330. Mr. Chairman .....  
331. Program .....  
332. Through the world .....  
333. Throughout the world .....  
334. Good relation, ship .....  
335. There is so much .....  
336. Walks of life .....